



**REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ)
PLANNING SERVICES**

- I. PROJECT NAME:** Professional Planning and Environmental Services
- II. DESCRIPTION:** The City of Ilwaco ("City") is requesting a Statement of Qualification (SOQ) from qualified professionals for consulting services relating to environmental, shoreline and professional planning services. The consultant will provide a variety of on-call planning services, mostly daily land use questions and permit review. This position could also include the possibility of code, ordinance and resolution development with direction from City staff and/or the planning commission.
- III. ADVERTISEMENT DATES:** Wednesday July 29th and Wednesday August 5th, 2015
- IV. SUBMITTAL:** SOQ's will be received for this project as follows: If you wish to be considered for on-call work under this SOQ you must be a registered consultant on the Municipal Research and Service Center of Washington – Shared Small Works and Consultant Roster (www.mrscroster.org). If interested in providing planning services to the City, submit an email to Holly Beller, Deputy City Clerk at clerk@ilwaco-wa.gov by 2:00pm on August 10th indicating your interest in services. Email should include: firm name as listed on the MRSC website, contact information, and list of which services you would be able to provide.
- V. OBTAINING SOQ DOCUMENT:** Copies of this request for the SOQ may be obtained from the City of Ilwaco as follows:

Holly Beller, Deputy City Clerk
City of Ilwaco
120 First Av N
PO Box 548
Ilwaco WA 98624

The City of Ilwaco reserves the right to reject any and all SOQ's and to waive any informality in the interests of the City.

7/23/15

Holly Beller
Deputy City Clerk

Date



REQUEST FOR QUALIFICATIONS (RFQ) PLANNING SERVICES

**For Professional Consulting Services Relating to Professional Planning
Deadline: August 10th at 2:00pm**

Purpose: The City of Ilwaco is requesting a Statement of Qualification (SOQ) from qualified professionals for consulting services relating to land use planning and plan review. The consultant will provide a variety of planning services to the City and serve as the "City Planner". This would include day-to-day land use planning, should be familiar with all Washington State planning law, shoreline jurisdictions, SEPA review, and all other applicable regulations.

Scope of Work:

Land Use/Community Planning Services

The consultant must be able to provide a variety of community planning services to the City of Ilwaco including but not limited to: expertise implementing the Growth Management Act, code amendments, community education coordination, development review capabilities and other coordination efforts.

The consultant must demonstrate competence and qualifications related to the services performed including:

- A. The consultant must have extensive experience working with local governments on both current and long-term planning projects.
- B. Demonstrated ability to conduct outreach efforts to engage community participation, when needed.
- C. Ability to respond to unexpected as well as regularly scheduled requests for services with minimal delay.
- D. Ability to work collaboratively in a regulatory environment with other agencies, interest groups, and permit applicants.

Environmental Services

The consultant must be able to provide support to City of Ilwaco staff and attend City Council meetings when asked. These services may include but are not limited to wetland, stream, permitting and possible shoreline analysis.

The consultant must demonstrate competence and qualifications related to the services performed including:

- A. Successful experiences in evaluating critical areas regulations and environmental studies including critical area reports, mitigation plans, SEPA checklists, site and civil plan review.
- B. Successful experience in evaluating development proposals in areas where streams, rivers, and wetlands.
- C. Ability to respond to unexpected as well as regularly scheduled requests for services with minimal delay.
- D. Ability to work collaboratively in a regulatory environment with other agencies, interest groups, and permit applicants.

Procedures for submittal

If you wish to be considered for planning services under this SOQ, you must be a registered consultant on the Municipal Research and Service Center of Washington – Shared Small Works and Consultant Roster (www.mrscroster.org). If interested in providing services to the City of Ilwaco, submit an email to Holly Beller, Deputy City Clerk at clerk@ilwaco-wa.gov, by 2:00pm on August 10, 2015 indicating your interest. Emails should include: firm name as listed on MRSC website, contact information, and list of which services you'd like to provide.

For your records, the City will provide a confirmation email confirming receipt of your interest in the proposal. Emails received after 2:00pm on August 10th, 2015 and all hard/paper copy submittals will be disregarded.

It is not our intent for you to create customized SOQ's for this request, but to review your existing Statement of Qualification on line from the MRSC website. Any clarifications can be included in your one page cover letter if needed. Please include a resume and client references. We will then invite firms/consultants to interview as we see fit.

The City has the right to reject any and all submittals.

Selection Process

The City of Ilwaco's selection will be based upon:

1. The firm's or consultant's ability to perform the work;
2. Demonstrated experience with similar projects;
3. Ability to apply creative solutions to complicated projects;
4. Demonstrated ability to keep projects on time and within budget
5. Demonstrated ability to communicate and work effectively with the public, staff, policy and review bodies;
6. Responsiveness to this request for qualifications.

Agreement for Services

The selected consultant will be expected to enter into a standard Professional Services Agreement. The contract shall be effective immediately and will be only terminated if either party initiates that process.

Schedule

<i>Date</i>	<i>Task</i>
August 10 th , 2015	Deadline for SOQ submittals
August 12 th , 2015	Selection of consultants to interview
August 17-19 th , 2015	Interviews
August 20-21 st , 2015	Prepare contracts with scope of work and fee schedule
August 24 th , 2015	City Council award of contract

The above noted schedule is tentative and may be changed based on the number of proposals submitted. Proposals will be evaluated immediately with final selections targeted for mid-August, 2015.

Inquires:

Direct all inquiries regarding this request for services to Ariel Smith, Treasurer or Holly Beller, Deputy City Clerk at 360-642-3145.

SUBMITTED BY:

Signature

Print Name/Title

Date